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AUTHOR Kite, Leslie
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ABSTRACT

The interlibrary loan policies of the reference department of the Charles Von der Ahe Library at Loyola Marymount University are detailed in this policy statement. The document is divided into four main sections: policy for borrowing, procedures for borrowing, policy for lending, and procedures for lending. In addition to the policy statement, 19 appendices provide samples of forms used in the interlibrary loan process. (DMC)

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Interlibrary Loan Policy and Procedures

Loyola Marymount University
Loyola Blvd. at W. 80th St.
Los Angeles, CA 90045
(213) 642-2790

Leslie Kite
Coordinator of Interlibrary Loan
and Online Services
June 1983

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CHARLES VON DER AHE LIBRARY

Reference Department

Interlibrary Loan Policy and Procedures

PART I POLICY FOR BORROWING

1.0 Definition

Interlibrary Loan (ILL) is a cooperative effort among libraries to share resources. The conditions of this service are established by the National Interlibrary Loan Code of the American Library Association and by regulations of the individual lending libraries. Photocopies may be substituted for loans of the original materials within applicable copyright restrictions.

1.1 Purpose

Support research activity by borrowing materials which are not available in the University Library. Interlibrary Loan will serve as an adjunct to collection development. Materials requested from another library will be limited to those items which do not conform to the LMU Library's collection development policy or items for which there is no recurring demand. Items requested through Interlibrary Loan will be considered for purchase.

1.2 Eligibility for Loans

1.2A Faculty members and graduate students may request loans necessary for research or serious study.

1.2B Only in special circumstances is it feasible for Interlibrary Loan privileges to be extended to undergraduates. After consultation with the Interlibrary Loan Librarian, a loan may be obtained for an undergraduate.

1.2B1 Faculty are discouraged from requesting loans for their students in their own names as they are then liable for the materials and many research libraries do not make Interlibrary Loan service available for undergraduates.

1.3 Limitations on Loans

1.3A Patrons may request up to ten Interlibrary Loans per semester.

1.3B Service is suspended during December.

1.3C If a patron needs to use several items in a particular research collection, arrangements should be made to use them at that library. The LMU Reference Librarians will assist patrons in attempting to locate materials they need in a library within the Southern California area.

1.3D The following types of material cannot ordinarily be requested:

1.3D1 Library materials in current, popular, and/or recurring demand.

1.3D2 A high percentage of books basic for a research project.

1.3D3 Rare materials.

1.3D4 Materials which are difficult and expensive to pack.

1.3D5 Basic reference materials.

1.3D6 Dissertations which are available for purchase in microform.

1.3D7 Materials owned by LMU Library and temporarily in use.

1.3D8 Material which has been recently borrowed through Interlibrary Loan and returned.

1.4 Duration of Loans

Each lending library sets the due date on materials it loans. Length of loan is usually two to four weeks from date of receipt in the LMU Library. For this reason, it is essential to pick material up promptly after notification of its arrival. Patrons should plan to work intensively on the borrowed material when it arrives.

1.4A Material on loan is subject to recall at any time.

1.5 Renewals

In some cases the lending library specifies renewals are not allowed. If this is not the case, renewals may be requested. Application for such renewal must be made before the date indicated on the due date slip.

1.6 Honoring Due Dates

Failure to return material on time may jeopardize LMU'S future requests to borrow from that library. If a patron continually disregards due date commitments, further ILL service may be denied.

1.7 Restrictions on Use

Lending libraries may place restrictions on the use of materials they lend, e.g., library use only, signatures of readers, photocopying not allowed, etc.

1.8 Photocopying of Materials

1.8A A photocopy is often substituted for the original material when the request is for a periodical article or a section

of a book. Photocopies will be purchased by the patron.

1.8B Unless specifically forbidden by the lending library, photocopying of materials is permitted, provided it is in accordance with copyright law, and further, provided no damage to the original library material will result.

1.9 Expenses

1.9A Since the LMU Library has no fund to cover Interlibrary Loan costs, all fees (except library rate postage and insurance for return mail) must be absorbed by the requester. Many libraries charge a basic loan fee and/or a photocopy service fee in addition to a per page photocopy fee. Some institutions also ask reimbursement for postage and insurance.

1.9B On the original request form, state the maximum payment authorized for a loan or photocopy.

1.9C The requester will be notified of any fees due at the time the material is checked out at the Library Circulation Desk.

1.9D Payment of fees should be made at the time the patron picks the material up.

1.9E Safety of borrowed materials is the responsibility of the borrower after material has been checked out of the LMU Library. If material is lost or damaged, the patron must meet all costs of repair or replacement in accordance with the instructions of the lending library.

1.10 Instructions for Requesting Loans

Check the LMU Library card catalog and periodicals list

before requesting a loan. If the material needed is not owned by LMU, obtain an Interlibrary Loan request form from the Librarian. Fill out an application for each item requested, a white form for a book or thesis and a yellow one for a periodical. (See appendices A & B). Fill out the form completely; providing as much information as possible in order to expedite the loan. If full information cannot be provided, a complete citation to the place where the reference was found is essential. The patron must supply an adequate source for the reference before the Interlibrary Loan staff will attempt to borrow the material.

I.10A Forms should be filled out in person as signature is required.

I.10B Interlibrary Loan is a transaction between libraries, and libraries will not lend directly to individuals on an Interlibrary Loan basis.

I.11 Waiting Period for Loans

I.11A Requests are usually filled within two to six weeks. Remember to allow for this when placing requests and set a realistic deadline for the last useful date.

I.11B The LMU Interlibrary Loan staff will attempt to send out requests for loans within three working days.

I.11C Requests transmitted via OCLC are automatically referred to the next lender in the string when a library is unable to fill the request. There will be a minimum of three and a maximum of five potential lenders in the lender string.

I.11D When requests are sent via the U.S. Mail, if the first

location is able to fill the request, the item should be received within two to three weeks. If, however, the first location is unable to fill the request, it will be submitted to another potential lender until all possibilities have been exhausted or the deadline for last useful date draws near.

1.11E The Reference Librarians will inform patrons of the status of their Interlibrary Loan upon request.

PART II PROCEDURES FOR BORROWING

2.0 Reference Librarian's Interview

At the time of the initial request, the Librarian may consult with the patron regarding the feasibility of purchasing the needed item for the LMU library collection. If a recommendation for purchase is made, the loan may still be requested if patron needs the item for their present research.

2.0A It is the responsibility of the Librarian receiving the request to ascertain that enough information (in a legible handwriting) has been obtained in order to process the loan.

2.1 Reference Guides for Interlibrary Loan Procedures

The guides for Interlibrary Loan procedures shall be Thomson, Sarah K., Interlibrary Loan Procedure Manual, Chicago, American Library Association, 1970 and OCLC Interlibrary Loan User Manual, Second edition, 1982.

2.2 Verification of Request

2.2A Requests will be referred to the Interlibrary Loan Librarian for verification and determination of locations.

2.2A1 The Interlibrary Loan Librarian or the Library Assistant will search the card catalog and the in-process file or the periodical list to determine whether LMU owns the title requested.

2.2A2 If the title is not owned by the LMU Library, or owned but missing, the Librarian or Library Assistant will then search the OCLC database or appropriate union lists to ascertain the proper form of the entry and locations holding the item.

2.2B In requests for periodical articles, both the title of the periodical and the article wanted should be verified, and both sources of verification given, e.g., NST (1950 - 1970) 2: 1783; MLA 1973: 236.

2.2B1 If it is not possible to verify the periodical article, the source of reference for the article should be given in full.

2.2B2 When requesting a journal with a common title, include place of publication and/or sponsoring body.

2.2C For newspaper requests, try to obtain from a library outside the city in which the newspaper is published, as local demand is too heavy.

2.2C1 Place of publication will be included in newspaper requests.

2.2C2 Patrons may request four reels of microfilm at one time.

2.2D When a citation is very complex, (i.e., non-Roman Alphabet, foreign language, complex series note), photocopy the request and attach to the ILL request form.

2.2E Librarian will determine which location to attempt to borrow from first. It is preferred to request from small libraries.

2.2E1 The American Library Directory will be used to obtain addresses for lending libraries.

2.2F Librarian or Library Assistant will fill in "verified in and #" and "request from" sections on the verso of the request form. (See appendix C.)

2.2F1 When the item requested cannot be verified in the bibliographic tools owned by the LMU Library, the statement "cannot verify" shall be indicated, and complete information as to source of reference furnished.

2.3 Requesting A Loan Via OCLC

2.3A Library Assistant will search the OCLC database and print out the list of libraries owning the requested item. If there are multiple bibliographic records in the database, these will also be printed out so the Librarian is able to select which bibliographic record to use and which libraries to attempt to borrow from.

2.3B Five libraries will be included in the lender field whenever there are five or more potential lenders.

2.3C Library Assistant will input all necessary fields outlined in the "Borrower Guidelines" of the OCLC Interlibrary Loan Manual.

2.3D Library Assistant will reformat the record for proof-reading before producing the request.

2.3E The completed request will be printed out and attached to the patron request form.

2.3E1 A brief main entry will be printed in the upper left for filing purposes.

2.4 Requesting a Loan Via U.S. Mail

2.4A If the item requested is not in the OCLC database, or if there are less than three potential lenders, request will be sent via U.S. Mail.

2.4A1 Library Assistant will type information from request card onto the ALA approved Interlibrary Loan Request form. (See appendix D).

2.4B When request is for a periodical article or section of a monograph, both "loan" and "photocopy" (in upper right) are checked.

2.4C If patron has authorized payment for the loan, amount will be stated on line above lower address box. The portion stating "If non-circulating, &" will be crossed out. A statement "O.K. to bill" will be handwritten and circled, to the right of the address for lending library.

2.4D Copy D of form will be retained for filing. Copies A, B, and C along with an LMU address label will be mailed to lending library.

2.4D1 A brief main entry will be printed in upper left of Copy D for filing purposes.

2.5 Guidelines for Compliance with Copyright Law

Compliance with the Copyright Revision Act of 1976 must be indicated if the request is for photocopy of a copyrighted work. The codes CCL or CCG will be included on the ALA Interlibrary Loan form. (See following guidelines.)

2.5A Procedure for compliance with the Copyright Revision Act of 1976 (PL 94-553).

2.5A1 CCG (Conforms to Copyright Guidelines) indicates the request is being made in conformity with the CONTU (National Commission on New Technological Uses of Copyrighted Works) guidelines in the following circumstances:

2.5A1a LMU Library has the title on order (Guideline 2).

2.5A1b LMU Library owns the item, but it is not readily available (Guideline 2B).

2.5A1c LMU Library has requested less than five articles copied from the last five years of a particular periodical during the calendar year (Guideline 1A).

2.5A1d LMU Library has requested less than five excerpts copied from a copyrighted work during the calendar year (Guideline 1B).

2.5A2 CCL (Conforms to Copyright Law) indicates the request is for material in the public domain, or the request for a copy is sanctioned under parts of the law other than Subsection 108 (d) as

qualified by 108 (g) (2) and its interpretive guidelines. CCL should be indicated in the following circumstances:

2.5A2a When the requested copy becomes the property of the user:

2.5A2a1 If the request is for an entire work or substantial part of a work where the requesting library had determined that a copy cannot be obtained at a fair price (See Subsection 108 (e));

2.5A2a2 If the request is for copies of book or periodical materials made for a teacher in conformity with the "Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions" or for copying of music under the "Guidelines for Educational Uses of Music";

2.5A2a3 When the requesting library believes, because of the circumstances of the request, that the reproduction and distribution of the copy is a "fair use" (See Section 107 for four statutory tests to determine whether

a given reproduction is or is not a "fair use.");

2.5A2a4 When the requested photocopy is a copy of the kind of material described in 108 (d) but published earlier than five years prior to the date of the request and, therefore, not covered by the "Guidelines";

2.5A2a5 When the requested material is not subject to the reproduction rights granted by Section 108 (i.e., is a musical work, a pictorial, graphic or sculptural work, or a motion picture or other audiovisual work dealing with news) but the requesting library believes that, because of the circumstances of the request, the reproduction and distribution of the copy would be a "fair use". (See Subsection 108 (d) for limitation of Section 108. See Section 107 for four statutory tests to determine whether a given reproduction is or is not a "fair use.")

2.5A2b When the requested copy becomes a part of the collection of the requesting library:

2.5A2b1 If the request is for a facsimile copy of a published work requested solely for replacement of a damaged, deteriorating, lost or stolen copy of a work and the requesting library has determined, after reasonable investigation, that an unused replacement is unavailable at a fair price (See Section 108 (c));

2.5A2b2 Where, because of the circumstances of the request, the requesting library believes that the reproduction and distribution of the copy would be a "fair use." (See Section 107 for four statutory tests to determine whether a given reproduction is or is not a "fair use.")

2.6 Filing Requests

Library Assistant will paper clip either OCLC printout or Copy D of mail request to patron request form and file by main entry in the "in-process" section of the Interlibrary Loan file.

2.7 Receipt of Loan and Notification of Patron

Librarian or Library Assistant will note date received, date due, charges, and other applicable information on the verso of the patron request form.

Return mailing labels and other forms accompanying book will be attached to the request and filed in the "in-process" section of the Interlibrary Loan file.

2.7A Library Assistant will update OCLC record to indicate item received, if applicable.

2.7B Librarian or Library Assistant will attempt to notify patron by telephone. If patron has not been contacted after two working days, a memo will be sent to his/her home address (See appendix E).

2.7C Librarian will fill out the Interlibrary Loan Information Slip stating due date and conditions of loan (fees due, etc.) and place this along with Interlibrary Loan Circulation and Date Due Slips (See appendices F, K, L,) in book, which is then placed on the ILL shelf behind the Circulation Desk.

2.8 Payment of Fees

2.8A Invoices and/or copy of the OCLC transaction or the ALA ILL request form showing charges will be forwarded to the University Librarian's Secretary.

2.8A1 In the absence of the above, the Librarian will note amount due, name and address of library, and name of patron on a memo, and forward to the Secretary.

2.8B Library Assistant will ask patron to settle fees before checking item out.

2.8B1 Checks should be made payable to Loyola Marymount University.

2.8B2 Library Assistant will collect money and place it in an envelope along with the ILL Information Slip. Each transaction will be placed in a separate envelope and delivered to the Secretary at the end of each working day.

2.8B3 If patron wishes to defer payment, Library Assistant will refer patron to a Reference Librarian.

2.8B4 If faculty member's department has authorized payment, a memo re: transferring funds (See appendix N) will be sent to the faculty member and s/he will submit to the department.

2.8C The Interlibrary Loan Account Number is 0-771-051.

2.8D The library office will forward money received to the controller's office for payment.

2.9 Circulation Records

Library Assistant will check material out. The ILL Circulation Slip will be filled out completely and patron will sign this slip.

2.9A Slips will be filed by date due behind ILL section in Circulation Records.

2.10 Renewals

Renewal requests should be discouraged. If renewal is necessary, the request shall be sent in time to reach the lending library before the due date.

2.10A Procedures outlined in the OCLC ILL User Manual, 2nd. edition, shall be followed if applicable.

2.10B Copy C of the ILL form will be used for items requested through the U.S. Mail. If no response is received from lender, it will be assumed the renewal has been granted for the same period as the original loan. This is in accordance with the 1980 ALA National Interlibrary Loan Code.

2.11 Overdues

Library Assistant will check the ILL Circulation Records weekly to determine overdues. Notices will be sent to patron's home address. (See appendix G.)

2.11A If patron does not respond within one week, a second notice will be sent and Librarian will also attempt to notify patron by telephone.

2.12 Return of Borrowed Material

2.12A Library Assistant will receive returned materials and clear circulation records.

2.12B Library Assistant will update OCLC record to indicate item is being returned, or note on the ALA approved ILL form the date returned.

2.12C Items will be mailed library rate (unless otherwise instructed) and insured for amount lending library has insured item for (or insured as per instructions from Librarian).

2.12C1 Librarian may decide to insure items sent to the library uninsured if the item appears to be valuable and/or out of print.

2.12D Library Assistant will wrap item for mailing, including appropriate records in package. Items requested via U.S. Mail will have copy C (pink) of the ILL form accompany the book and copy D (gold) will be sent in a separate envelope to notify lending library the material is enroute.

2.12D1 If assistance is needed in wrapping packages, the Acquisitions Library Assistant may be asked for aid.

2.12E Package will have ILL stamped on it, Library Rate (unless specified otherwise) and amount of insurance (if applicable).

2.13 Filing Completed Requests

Library Assistant will staple OCLC printout or copy B (yellow) of ILL form to original request form. A brief main entry will be written at upper left for filing purposes. Requests will be filed by main entry in "completed requests" section if request was for a monograph.

2.13A If request was for a journal article, completed request will be filed by title of journal.

2.14 Retention of Records

Records for completed journal requests shall be maintained in accordance with current copyright law (i.e., three calendar years following year of request).

2.14A Records of completed ILL requests shall be maintained for three years.

2.15 Non-Receipt of Loans

Lending libraries notify the borrowing library material has been sent out, either via the OCLC computer, or by mailing one copy of the ILL request form in a separate envelope. Requests pending receipt will be filed on this section of the ILL file.

If, after eight weeks from date mailed, the item has still not been received, the Librarian will notify the lender of such and ask them to send a bill for replacement costs. These costs will be absorbed by the LMU Library.

2.16 Statistics

Statistics will be maintained for various aspects of the ILL operation. The type of statistics to be kept will vary from time to time at the discretion of the ILL Librarian. (See appendices O,P,Q,R,S).

PART III POLICY FOR LENDING

3.0 Scope

Loyola Marymount University Library will lend certain library materials to other libraries for the use of patrons involved in research or serious study. The conditions of this service are based upon the National Interlibrary Loan Code of the American Library Association. Photocopies may be substituted for loans of the original materials within applicable copyright restrictions.

3.1 Limitations on Loans

Loyola Marymount University Library will not usually lend the following types of materials.

3.1A Library materials in recurring demand by the LMU community.

3.1B Basic reference materials.

3.1C Rare materials and manuscripts.

3.1D Masters theses if only one copy is owned by LMU.

3.1E Media materials located in the Instructional Media Center.

3.1F Newspapers (photocopies may be supplied when feasible, microfilm may be supplied if owned.)

3.1G Periodicals (photocopies will automatically be substituted).

3.1H Materials in poor physical condition.

3.1I Material that is fragile or bulky and likely to be damaged in transit.

3.1J Materials which are difficult to pack.

3.1K A large number of items required for use in a single research project.

Exception may be granted in unusual circumstances at the discretion of the Librarian.

3.2 Duration of Loans

In most cases length of loan will be four weeks. The LMU Library may recall materials at any time.

3.3 Renewals

Renewals may be granted. Application for renewal must be received by the LMU ILL Librarian prior to the due date.

3.4 Microforms

3.4A The LMU Library will loan microfilm, four reels at a time.

3.4B Microfiche and microcards may be lent at the discretion of the Librarian.

3.4C Microfilming service is not available.

3.4D Microforms are restricted to library use only.

3.5 Photocopying of Materials

3.5A Requests for photocopy of materials will be filled if the LMU ILL Librarian believes the request falls within the boundaries of "fair use" as defined in PL94-553.

3.5B Requests for loans may be substituted by a photocopy in accordance with copyright law, at the discretion of the Librarian.

3.6 Charges for Photocopying

3.6A Charge for photocopying is 10 cents per exposure.

3.6B A $3.00 service fee will be added for photocopying over thirty pages.

3.6B1 During any semester, up to thirty pages or three requests will be photocopied free of charge per patron. For each additional request, the service charge will be applied.

3.6C Photocopies will usually be sent via first class mail and postal reimbursement is required.

3.7 Billing Policy

3.7A Amount due will be stated in either the "Lending Charges" field of the OCLC record or on copy B of the ALA ILL form.

3.7B Payment should be made to Loyola Marymount University and sent to:

Interlibrary Loans
Loyola Marymount University
Charles Von Der Ahe Library
Loyola Blvd. at W. 80th St.
Los Angeles, CA 90045

3.8 Suspension of ILL Services

Interlibrary Loan service will be suspended for the month of December.

3.9 Form of Request

3.9A Requests for Interlibrary Loans should be addressed to:

Interlibrary Loans

Loyola Marymount University

Charles Von der Ahe Library

Loyola Blvd. at W. 80th St.

Los Angeles, CA 90045

3.9B Requests will be accepted via OCLC or typewritten on standard ALA approved ILL forms. Any other form of request will not be accepted and will be returned to the sender.

3.9C The name and status of the individual for whom the material is being requested should be stated on the request form.

3.9D All requests for photocopy of materials must indicate compliance with copyright law. If this section is not filled in, the request will be returned unfilled.

3.9E Requests received via U.S. Mail must be signed by authorized personnel in the borrowing library. Unsigned requests will be returned unfilled.

3.9F The LMU ILL Librarian will inform the borrowing library of their apparent failure to observe the provisions of the ALA National ILL Code. (See appendix H.)

3.9G A written copy of the LMU Library's loan policy and charges will be made available upon request. (See appendix I.)

3.10 Verification of Requests

Requests should be verified before being submitted. Incorrect references will not be verified by this Library unless the borrowing library has exhausted its bibliographic resources, in which case notation to that effect and a summary of sources searched should be furnished on the form.

If verification is disregarded, or the bibliographic data is incorrect, the LMU Library will return the request unfilled.

3.11 Delivery and Return of Loans

3.11A Loans will be sent out library materials rate with postage prepaid by LMU. If requesting library asks that material be sent first class, borrowing library must reimburse LMU for this expense.

3.11B If LMU insures an item, it is expected that the borrowing library will insure it for the same amount for the return mailing.

3.11C Unbound material should not be rolled, but should be sent flat.

3.11D Borrowing libraries shall be responsible for materials from the time they leave the LMU Library until the material is received back at this library. It is expected that the borrowing library will meet the costs for repair or replacement of materials during the aforementioned interval.

PART IV PROCEDURES FOR LENDING

4.0 Requests Received Via OCLC

4.0A Library Assistant will review the message file daily, update status to "in-process" and print out all requests, obtain material from stacks and photocopy materials if applicable.

4.0B Librarian will review all requests and determine whether LMU will loan the material, length of loan period, restrictions and postal insurance.

4.0C Library Assistant will input all necessary fields outlined in the Lender Guidelines of the OCLC ILL User Manual.

4.1 Requests Received Through the U.S. Mail

4.1A Librarian will review requests. If the request appears complicated and the requesting library was unable to verify properly due to their lack of bibliographic tools, Librarian will attempt to verify as time allows.

4.1B After verification is accurate, Librarian will pass request on to Library Assistant who will check public catalog, fill in Call number on ILL form, obtain material from the shelf and photocopy it, if applicable.

4.1C Librarian will determine whether LMU will loan the material, and will fill in applicable sections on the ALA ILL form: charges, date sent, date due, restrictions, etc. and initial.

4.2 Filing Requests

4.2A A brief entry will be printed on the upper left of either the OCLC printout or copy A (white) of the ALA ILL form.

4.2B Records will be filed by main entry in the "Loans out" section.

4.3 Circulation Procedures

4.3A Library Assistant will fill out the book card with name or OCLC symbol of borrowing library, OCLC transaction number (if applicable), and date due.

4.3A1 Cards will be filed by due date in the ILL section of the Circulation Records.

4.3B The ILL Date Due Slip (See appendix M) will be filled out and inserted in book.

4.3C Date Due Slip inside book will have ILL and date due written on it.

4.4 Mailing Procedures

4.4A Materials will be sent library materials rate with the exception of photocopies which will usually be sent first class.

4.4B A printed LMU mailing label (for return mailing) will be placed inside material to be loaned.

4.4C Items will be insured per instructions of Librarian.

4.4D Copy B (yellow) of ALA ILL form will be mailed separately to notify borrower material is enroute, and copy C (pink) will accompany material when request was made via U.S. Mail.

4.4E Library Assistant will wrap item for mailing.

4.4F All packages will be conspicuously labeled "Interlibrary Loans."

4.5 Materials Unavailable for Immediate Loan

4.5A If the LMU Library owns the item requested but it is unavailable at the time of the request, a notation to this effect, and date to reattempt to borrow will be written on the ILL form and returned to the requesting library. This applies to requests received via the U.S. Mail.

4.5B If the request was transmitted via OCLC, a future date will be input for this transaction.

4.6 Requests the LMU Library is Unable to Fill

LMU Library will process requests promptly and will inform the borrowing library when unable to fill a request.

4.7 Renewals

If the ILL Librarian has not indicated "no renewals," requests for such will be considered if received before the original due date. The borrowing library will be promptly notified of period of renewal, or denial of request.

4.8 Overdues

4.8A The Library Assistant will check the ILL Circulation Records weekly for overdues. A notice will be sent out (See appendix J) or the item will be "recalled" via OCLC, approximately six weeks after the date material was mailed from the LMU Library, if the loan had been granted for the usual four week loan period.

4.8B Borrowers who fail to regard due dates may be denied further Interlibrary Loans.

4.9 Receipt of Returned Materials and Discharge of Records

4.9A Library Assistant will open package and determine whether item is in the same condition as when loaned.

4.9A1 When material is loaned in poor condition, a note describing such will be attached to the book card.

4.9B If material appears to be damaged, Librarian will be asked to determine charges to be assessed borrowing library for repair or replacement.

4.9C If material appears in good condition, Library Assistant will discharge the Circulation Records, note date received and initials on ILL form (Copy A) or OCLC printout, complete OCLC transaction and note date on printout (if applicable) and file in the section "LMU loans completed."

4.9C1 Material will be returned to the library stacks.

4.10 Retention of Records

Records of completed requests for loans shall be retained for three years.

4.11 Statistics

Statistics shall be maintained for different aspects of the ILL operation. The type of statistics to be kept will vary from time to time at the discretion of the ILL Librarian. (See appendices O,P,Q,R,S).

APPENDICES

A. Request Form for Book.

B. Request Form for Periodical/Serial.

C. Verso of Request Form.

D. ALA Approved Interlibrary Loan Form.

E. Patron Notification Memo.

F. Interlibrary Loan Information Slip.

G. Overdue Notice to LMU Patrons.

H. Reply Form to Inadequate Requests.

I. Loyola Marymount University Interlibrary Loan Lending Policies.

J. Overdue Notice to Outside Borrowers.

K. Interlibrary Loan Circulation Slip.

L. Date Due Slip for LMU Patrons.

M. Date Due/Conditions Slip for Outside Loans.

N. Memo Re: Departmental Fund Transfer.

O. Statistics Form.

P. Statistics Form for Time Spent on ILL.

Q. Statistics Form for Total Time Spent per Month.

R. Statistics Form for Loan Fees.

S. Statistics Form for Total Loan Fees per Month.

APPENDIX A ***REQUEST FORM FOR BOOK***

INTERLIBRARY LOAN REQUEST

LOYOLA MARYMOUNT UNIVERSITY

BOOK (or monograph)

DATE: _____

Requestor: _____
Address: _____
City: _____ *Zip code:* _____
Phone: (home) _____
(other) _____
Status: _____ *Dept.:* _____
Last Useful Date: _____

AUTHOR: _____
(Last name first)
TITLE: _____
_____
PLACE: _____ *PUBLISHER:* _____ *DATE:* _____
EDITION: _____ *IS ANOTHER EDITION ACCEPTABLE?* _____
SERIES: _____
M.A. THESIS FROM: _____ *PhD DISS. FROM:* _____
YOUR SOURCE OF REFERENCE, with vol. & page: _____
_____
ANY KNOWN LOCATIONS: _____
COST LIMIT $ _____ *NO LIMIT* _____

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or other reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law. SIGNATURE: _____

APPENDIX B REQUEST FORM FOR PERIODICAL/SERIAL

LOYOLA MARYMOUNT UNIVERSITY

PERIODICAL/SERIALS

INTERLIBRARY LOAN REQUEST

DATE: _____

Requestor: _____

Address: _____

City: _____ Zip Code: _____

Phone: (home) _____

other: _____

Status: _____ Dept: _____

Last Useful Date: _____

SERIAL TITLE: _____

_____

VOL. _____ DATE _____ PAGES: _____ PLACE _____

AUTHOR OF ARTICLE: _____

(Last name first)

TITLE OF ARTICLE: _____

_____

YOUR SOURCE OF REFERENCE, with vol. & page: _____

_____

ANY KNOWN LOCATIONS: _____

COST LIMIT: $ _____ NO LIMIT: _____

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or other reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve violation of copyright law. SIGNATURE: _____

APPENDIX C VERSO OF REQUEST FORM

OFFICE USE ONLY

Signature _____
Reference Librarian/Date

Special Instructions: _____

Verified in & # _____

Request From: _____ Date Sent: _____

Date Received: _____ Date Due: _____ Date Ret'd _____

Patron notified: _____

Photocopy to Keep: _____

Restrictions _____

Charges: _____

Insurance: _____ Postage: _____

Date Paid: _____

Invoice #: _____

Notes:

APPENDIX D ALA APPROVED INTERLIBRARY LOAN FORM

Date of request: | Not needed after: | Requester's order no.

Call No.

A
REQUEST

For use of | Status | Dept.

Book author: OR: periodical title, vol. and date

Book title, edition, place, year, series: OR: periodical article author, title, pages. ☐ This edition only

Verified in: OR: item cited in

ISBN, or ISSN, or LC card, or OCLC, or other number if known _____

If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Request complies with
☐ 108 (g) (2) Guidelines (CCG)
☐ other provisions of copyright law (CCL)

AUTHORIZED BY: _____
(FULL NAME) Title _____

Request for ☐ **LOAN** or ☐ **PHOTOCOPY**
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by
SENT BY: ☐ Library rate ☐
Charges $ Insured for $
Date sent
DUE

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐

NOT SENT BECAUSE: ☐ In use ☐ Not Owned
☐ Non Circulating
☐ Request of

Estimated Cost of: ☐ Microfilm ☐ Hard copy

BORROWING LIBRARY RECORD:
Date received
Date returned
By ☐ Library rate ☐
Postage enclosed $ Insured for $

RENEWALS: ☐ No renewals
Requested on
Renewed to
(or period of renewal)

Note the receiving library assumes responsibility for notification of non-receipt

APPENDIX E *PATRON NOTIFICATION MEMO*

Loyola Marymount University

Office Memo

Date

From Leslie Kite, Assistant Reference Librarian

To

The Interlibrary Loan you requested has been received. It is being held for you at the Circulation Desk of the Library.

Please pick this up at your earliest convenience as the loan period is much shorter than the regular LMU loan period.

APPENDIX F INTERLIBRARY LOAN INFORMATION SLIP

INTERLIBRARY LOANS

Name _____

_____

Conditions: _____

_____

_____

_____

Librarian

Date: _____

APPENDIX G OVERDUE NOTICE TO LMU PATRONS

Loyola Marymount University

Office Memo

Date

From Leslie Kite

To

Our records indicate your Interlibrary Loan _____

_____

_____

Was due on: _____

Please return to the Circulation Desk as soon as possible. Thank you for your cooperation.

_____

Assistant Reference Librarian
Interlibrary Loan

Loyola Marymount University

Charles Von der Ahe Library

INTERLIBRARY LOANS

We regret that we must return the enclosed loan request. The reason(s) it has not been processed is(are) checked below. Please correct the request form as suggested and return it to us for processing.

_____ Please submit request, typed, on ALA approved Interlibrary Loan Request forms.

_____ Please list only one title per form.

_____ Please verify your citation, and give source, volume and page where found. If unable to verify, source of reference should be indicated, and please provide a summary of bibliographic tools searched. We will check further as workload and time permits.

_____ Your citation is incomplete: please indicate _____

_____

_____ Please verify location before sending requests.

_____ Please type the full name and address of the borrowing library in the upper box.

_____ The full name of the borrower is not given.

_____ The status of the borrower is not given.

_____ The request should be signed by the librarian responsible for interlibrary loan requests.

_____ You have not filled in the copyright compliance section on the request form.

_____ We do not lend journals on ILL nor provide photocopies without authorization as we charge for this service. Our photocopy fee is 10¢ per page plus $3.00 service fee for orders over 30 pages. During a semester, up to 30 pages or 3 requests will be photocopied free of service charge per patron. For each additional request, the service charge is applied.

_____ We are unable to decipher the journal abbreviation in your request. Please return with the complete journal title.

_____ Other

Thank you for your cooperation.

Interlibrary Loan Librarian

Loyola Boulevard at West 80th Street • Los Angeles, California 90045 • Telephone (213) 642-2788

APPENDIX I LOYOLA MARYMOUNT UNIVERSITY INTERLIBRARY LOAN LENDING POLICIES

LOYOLA MARYMOUNT UNIVERSITY LIBRARY
Interlibrary Loan Policies

Address for Loan and Photocopy Requests:

Interlibrary Loans
Loyola Marymount University
Charles Von der Ahe Library
Loyola Blvd. at W. 80th St.
Los Angeles, California 90045

OCLC code: LML

Phone: (213) 642-2790

BOOKS: Will lend from circulating collection.
Length of loan: 1 month

PERIODICALS: Normally not lent (photocopies will be substituted).

NEWSPAPERS: Will not lend (photocopies may be supplied when feasible; microform may be supplied, if owned).

GOVERNMENT DOCUMENTS: Will lend from circulating collection.
Length of loan: variable.

DISSERTATIONS: Do not have.

MASTERS THESES: Will lend if library owns a circulating copy.

MICROFORMS: Will lend with the exception of titles in high demand locally. Length of loan: variable.
Special restrictions: Library use only. Maximum of 4 reels lent to a patron at one time.

MICROFILMING SERVICE: Not available.

MEDIA MATERIALS: Normally not lent.

RENEWALS: Will be considered.

PHOTOCOPYING FEES: 10¢ per exposure.
Service fee: $3.00 for photocopying over 30 pages. During a semester, up to 30 pages or 3 requests will be photocopied free of service charge per patron. For each additional request, the service charge will be applied.
Postage: Photocopies will be sent via first class mail and postal reimbursement is required.

OTHER CHARGES: Postage: Charge only for Special Handling.

BILLING POLICY: On ILL form (Copy B), or as stated in "Lending Charges" or "Lending Notes" in an OCLC transaction.
Separate invoices will not be sent.

REQUEST ACCEPTED BY: ALA ILL form
OCLC
Telephone requests will not be accepted.

CHRISTMAS HOLIDAY SUSPENSION: 1st December to 1st January.

Rev.5/83

APPENDIX J *OVERDUE NOTICE TO OUTSIDE BORROWERS*

Loyola Marymount University

Charles Von der Ahe Library

Dear Interlibrary Loan Librarian:

We have loaned you an item through Interlibrary Loan:

_____

_____

_____

Our records show the material is now overdue. We mailed this out to you on _____. We would appreciate your returning this material at your earliest possible convenience.

Thank you for your prompt attention to this matter.

Sincerely,

Leslie Kite
Interlibrary Loan Librarian

LK:b

Loyola Boulevard at West 80th Street • Los Angeles California 90045 • Telephone (213) 642-4593

APPENDIX K *INTERLIBRARY LOAN CIRCULATION SLIP*

ILL CHECKOUTS

OCLC # _____

CALL # _____

_____

_____

_____

AUTHOR _____

TITLE _____

_____

_____

DATE DUE _____

_____
Signature

_____
Transaction Date

APPENDIX L *DATE DUE SLIP FOR LMU PATRONS*

INTERLIBRARY LOAN

Please return to Staff at Circulation Desk.

DO NOT place in return book drop.

Thank you for your cooperation.

Leslie Kite
Interlibrary Loan
Librarian

DATE DUE

APPENDIX M *DATE DUE/CONDITIONS SLIP OUR OUTSIDE LOANS*

PLEASE DO NOT REMOVE THIS FORM FROM BOOK.
THANK YOU.

INTERLIBRARY LOAN REQUEST

From: Interlibrary Loans
Loyola Marymount University
Charles Von der Ahe Library
Loyola Blvd. at West 80th St.
Los Angeles, CA 90045

IL: _____

AUTHOR: _____

TITLE: _____

_____

For your
Patron: _____

DUE: _____

CHARGES: _____

Notes:

APPENDIX N *MEMO RE: DEPARTMENTAL FUND TRANSFER*

Loyola
Marymount
University

Office Memo
Date
From Leslie Kite, Ass't Reference Librarian
To

Our records show you currently owe $ _____
for Interlibrary Loans.

Please have your departmental secretary complete a University requisition form transferring funds from your departmental account to the ILL account #0-771-051.

Thank you for your cooperation.

APPENDIX O Statistics Form

INTERLIBRARY LOAN STATISTICS
Month of _____

	BORROWING	LENDING
Requests (# of titles)	Sent	Received
Requests not filled		
Requests filled		
Requests resent		
VIA OCLC - Requests (# of titles)		
Requests not filled		
Requests filled		
Photocopy requests		
Pages copied		
Holding verification: NUC		
OCLC		
Other		
Type of Publication: Monograph		
Serial:		
Govt. Doc.		
Thesis		
Microform		
Other		
Status of Requestor: Faculty		
Graduate:		
Undergraduate:		
Staff:		
Other:		
Type of Library:		
Academic, Public: CA		
Other		
Academic, Private		
Community College		
Special		
Network: Local		
Other		
Public: CA		
Other		
Other:		

APPENDIX P STATISTICS FORM FOR TIME SPENT ON ILL

Interlibrary Loan Statistics

TIME SPENT ON ILL

Month of _____

Today's Date: Circle one: Borrowing Lending Librarian: Library Assistant: Other Staff:	Today's Date: Circle one: Borrowing Lending Librarian: Library Assistant: Other Staff:
Today's Date: Circle one: Borrowing Lending Librarian: Library Assistant: Other Staff:	Today's Date: Circle one: Borrowing Lending Librarian: Library Assistant: Other Staff:
Today's Date: Circle one: Borrowing Lending Librarian: Library Assistant: Other Staff:	Today's Date: Circle one: Borrowing Lending Librarian: Library Assistant: Other Staff:
Today's Date: Circle one: Borrowing Lending Librarian: Library Assistant: Other Staff:	Today's Date: Circle one: Borrowing Lending Librarian: Library Assistant: Other Staff:

APPENDIX Q STATISTICS FORM FOR TOTAL TIME SPENT PER MONTH

Interlibrary Loan Statistics

TOTAL TIME SPENT

Month of _____

Borrowing	Lending
Librarian:	Librarian:
Library Assistant:	Library Assistant:
Other Staff:	Other Staff:

APPENDIX R *STATISTICS FORM FOR LOAN FEES*

Interlibrary Loan Statistics
LOAN FEES

Month of _____

Today's Date _____
Circle one: Borrowing Lending
Name of Library _____

LOAN FEE:	
PHOTOCOPY FEE:	
PHOTOCOPY PER PAGE:	
POSTAGE:	
INSURANCE:	
POSTAL REIMBURSEMENT:	
INSURANCE REIMBURSEMENT:	
OTHER FEES:	
TOTAL	

Today's Date _____
Circle one: Borrowing Lending
Name of Library _____

LOAN FEE:	
PHOTOCOPY FEE:	
PHOTOCOPY PER PAGE:	
POSTAGE:	
INSURANCE:	
POSTAL REIMBURSEMENT:	
INSURANCE REIMBURSEMENT:	
OTHER FEES:	
TOTAL	

Today's Date _____
Circle one: Borrowing Lending
Name of Library _____

LOAN FEE:	
PHOTOCOPY FEE:	
PHOTOCOPY PER PAGE:	
POSTAGE:	
INSURANCE:	
POSTAL REIMBURSEMENT:	
INSURANCE REIMBURSEMENT:	
OTHER FEES:	
TOTAL	

Today's Date _____
Circle one: Borrowing Lending
Name of Library _____

LOAN FEE:	
PHOTOCOPY FEE:	
PHOTOCOPY PER PAGE:	
POSTAGE:	
INSURANCE:	
POSTAL REIMBURSEMENT:	
INSURANCE REIMBURSEMENT:	
OTHER FEES:	
TOTAL	

APPENDIX S STATISTICS FORM FOR TOTAL LOAN FEES PER MONTH

Interlibrary Loan Statistics
TOTAL LOAN FEES

Month of _____

Borrowing		Lending	
LOAN FEES:		LOAN FEES:	
PHOTOCOPY FEES:		PHOTOCOPY FEES:	
TOTAL FOR PHOTOCOPY PER PAGE:		TOTAL FOR PHOTOCOPY PER PAGE:	
POSTAGE:		POSTAGE:	
INSURANCE:		INSURANCE:	
POSTAL REIMBURSEMENT:		POSTAL REIMBURSEMENT:	
INSURANCE REIMBURSEMENT:		INSURANCE REIMBURSEMENT:	
OTHER FEES:		OTHER FEES:	
TOTAL		TOTAL	